

Application Process Information Sheet for the Windswept Grant Program

Maryland Energy Administration (MEA)

June 2009

Check the MEA Web site <http://www.energy.state.md.us> or the Windswept Grant Program Web site <http://energy.maryland.gov/incentives/residential/windswept/index.asp> for details.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Windswept Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403

A limited number of grants are available to Maryland individuals, businesses and local governments.

Grant amounts are \$2500/kW to a maximum grant amount of \$10,000

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

The following items are required and must be enclosed with the application forms:

- A completed and signed Pre-Qualification Form (available from MEA)
- A signed cost estimate, purchase order or letter of intent
- Itemized list of components
- System schematic or line drawing
- Site plan/assessment (e.g., topography, elevation, nearby structures)
- Preliminary wind analysis
 - Miles per hour or meters per second average annual wind speeds at 30m
 - Latitude/Longitude (property address can be used)

Application

The application is a two page form plus an accompanying Pre-Qualification Form and required supporting documentation. Examples of these documents are available on MEA's Windswept Grant Web site <http://energy.maryland.gov/incentives/residential/windswept/index.asp>. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 to request an application package.

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Individuals, businesses and local governments may apply for one wind grant per funding cycle. An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is required. This may be provided on a separate form and enclosed with the application. If there are any questions, check MEA's Windswept Grant Program Web site <http://energy.maryland.gov/incentives/residential/windswept/index.asp> or e-mail to -Attention- Windswept Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded.

Application Review Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a wind project. It is possible that some applications may be deemed ineligible based on site conditions. The review criteria is a first-come, first-served basis for qualified applications.

Grant Eligibility Notification

After the review of the grant application qualified applicants will be notified by MEA of the status of the application. MEA will notify applicants that pass review that they have 90 days to complete the project and provide to MEA the Completion Certificate and accompanying documentation. Notification will be by emails and phone calls. In some cases regular mail may be used in lieu of emails or phone messages. **MEA requests that those notified reply to MEA to confirm receipt of the notification.** MEA shall also provide the program Terms & Conditions, Grant Award Procedures and the Completion Certificate.

Project Implementation

Once notified by MEA that the application had passed review, the applicant officially becomes a program participant and may begin the installation of the project. The program participant has 90 days from the date of the MEA notification to complete the installation of the wind project. MEA may allow for time extensions. If an extension is necessary please notify MEA prior to the expiration of the 90 day period.

Completion Certificate

Upon completion of the project, the program participant must provide all the information required on the Completion Certificate and enclose the necessary supporting documentation. Additional information is available in the *Grant Eligibility Notification and Awards Process Information Sheet* located on the wind grants page on the MEA Web site.

The Completion Certificate must be signed by the owner and the system installer. Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.